



ST. ANDREW
METHODIST CHURCH

Wedding Handbook

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PLANNING YOUR WEDDING AT ST. ANDREW

It is with great joy that St. Andrew Methodist Church celebrates your upcoming marriage and the love that has brought you here. A wedding at St. Andrew is more than a celebration of love—it is a meaningful service of Christian worship rooted in the sacred covenant of marriage. Your ceremony is a reflection of God’s design for unity, commitment, and love.

Jesus said, “From the beginning of creation, God made them male and female. For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one. So they are no longer two but one. What therefore God has joined together, let not man put asunder” (Mark 10:6-9).

St. Andrew is a welcoming and faith-filled community, and we’re honored to walk alongside you during this special season. We hope that your experience here is filled with peace, joy, and the presence of God. Our staff is here to support you, and we invite you to feel at home as part of the St. Andrew family.

As you plan and prepare, know that we are praying for you and celebrating with you. Your wedding day is more than an event—it’s a sacred beginning to a lifelong covenant, and we are honored to be part of it. May this season of engagement be filled with joy, peace, and God’s presence as you step into marriage with love and intention. We’re here to support you every step of the way!



THE ROLE OF WEDDING COORDINATOR

To help ensure that you can be present on your special day and that the ceremony runs smoothly, we have a dedicated wedding coordinator that will work with you every step of the way. Our coordinator will be there to assist in making sure details are handled and everyone feels confident and ready on your wedding day. She is your go-to resource for guidance, support, and church information.

The wedding coordinator will be happy to assist in making the wedding as special and individual as possible and will assist you with our church policies. Please note, the coordinator assisting on your wedding day may differ from the one who starts the planning process due to scheduling. Our St. Andrew Wedding Coordinators are happy to work alongside Outside Coordinators as well. For ceremonies with other cultural traditions, an outside coordinator is required.

To begin your planning process and confirm your wedding date, we ask that you fill out our Wedding Inquiry Form found on our website and our coordinator will reach out to you shortly!

Lindsay Lee, Wedding Coordinator

LLee@standrewmethodist.org

214-291-8095

SCHEDULING YOUR WEDDING

Whether you're a long-time member or newly connected to our church, we're honored to host your ceremony. To officially book your date, the coordinator will meet with both partners to sign a contract and review policies. While we are flexible on time for Friday weddings, below are the ceremony times we offer on Saturdays that help accommodate our evening services.

- *Saturdays in Hasley Chapel:* 1:00 pm, 4:00 pm
- *Saturdays in the Sanctuary:* 1:00 pm, 4:00 pm, 7:00 pm

Available ceremony locations and seating capacities:

- Sanctuary Seating Capacity: 1,600
- Hasley Chapel Seating Capacity: 200
- Prayer Chapel Seating Capacity: 48
- Outdoor Area by the Pond: 20

To support the flow of church life and special services, **weddings and rehearsals are not scheduled on the following holidays and observances:** New Year's Eve, New Year's Day, Holy Week (Palm Sunday through Easter), VBS, Independence Day, Halloween, Thanksgiving, Christmas Eve, or Christmas Day.

Because the church hosts many events during the holiday season, we generally avoid scheduling weddings from the week of Thanksgiving through the weekend after New Year's.

If you would like to schedule a tour to see which space fits your vision best, reach out to our staff wedding coordinator!



PREMARITAL COUNSELING

Your wedding day is a treasured moment, but your lifelong commitment is the deeper celebration. At St. Andrew, we care deeply about your future together and want to offer resources to strengthen your relationship as you prepare for marriage! While we do not offer Premarital Classes at St. Andrew, please reach out to our Wedding Coordinator who has plenty of certified resources.

ST. ANDREW OFFICIANTS

A St. Andrew pastor will be honored to officiate your wedding. You're welcome to request a specific pastor, and while we do our best to honor those preferences, pastoral assignments may vary based on availability. Gender preferences will not be accommodated, as we affirm the callings of both women and men in ministry.

Once a pastor has been scheduled, our coordinator will connect you to arrange a meeting with the officiant to plan your ceremony. Officiant fees are separate from the wedding venue costs. All payments must be made by check and paid directly to the officiating pastor.

REQUESTS FOR OUTSIDE OFFICIANTS

We understand that your wedding is deeply personal, and sometimes couples would love to include a pastor who is a family member or close friend. If this is your desire, a fellow pastor is welcome to assist in the ceremony alongside one of our St. Andrew pastors. Just let our wedding coordinator know during the booking process, and we'll do our best to honor your request. Final approval is at the discretion of the officiating St. Andrew pastor, who will also determine the role and responsibilities of any outside officiant in the ceremony.

REHEARSALS

Your wedding rehearsal is a special part of the preparation process. It helps your wedding party feel comfortable and confident, ensuring a smooth and meaningful ceremony. Rehearsals are scheduled for 30 minutes, starting at 5:30 promptly. Our coordinator will guide the rehearsal and help everything run efficiently.

Please note that vocalists will need to schedule a separate rehearsal time with the staff musician, as their practice is not included during the wedding rehearsal. They will also have time to practice 30 minutes before ceremony start time. The coordinator and/or officiating pastor will lead the rehearsal and provide direction throughout.

DAY-OF DETAILS

We know how exciting and busy the wedding day can be!

To help everything run smoothly:

- The wedding coordinator will be on-site 1½ hours before your ceremony to assist with vendors and your wedding party.
- Vendors (florist, photographer, videographer, etc.) and wedding party members are welcome and advised to arrive at that time. The coordinator can help direct these different parties while you can relax!
- The wedding party is asked to arrive mostly ready, with only dressing and final touch-ups completed at the church. A Bridal Suite and Groom Suite will be available for use on the wedding day.
- Each wedding is allotted 2½ hours total:
 - 1½ hours before the ceremony
 - 30 minute ceremony
 - 30 minutes post-ceremony for pictures (depending on ceremony time length)
 - *Please note that early arrival or late departure may result in additional fees.*

CHURCH ENVIRONMENT GUIDELINES

To maintain the sacredness of our worship spaces, we ask that:

- No food or drink be brought into the Sanctuary, Hasley Chapel, or Prayer Chapel.
- Smoking is not permitted inside the church.
- Alcoholic beverages and illegal substances are not allowed **anywhere on church property.**
- Out of care for all involved, anyone under the influence of alcohol or drugs will not be able to participate in the rehearsal or wedding ceremony.

We appreciate your help in making sure your wedding party and guests are aware of these expectations so your day can be joyful and uninterrupted.





MUSIC

Music is such a beautiful and integral part of your wedding celebration! As this is a service of Christian worship, we ask that music selections reflect praise, blessing, or the presence of God in your marriage.

You'll work directly with our staff musician to select music that enhances your ceremony. They'll help determine if any special selections are appropriate and offer suggestions if needed. We offer both traditional and contemporary music as heard each week in our worship services. Our music director can also approve a few secular selections, but this is not guaranteed.

Please plan to:

- Meet with the staff musician at least 90 days before your ceremony.
- Share any additional musicians you'd like to include.
- **Hold off on printing programs until music choices are confirmed and approved.**
 - St. Andrew cannot print off programs. You must use an outside resource for this.

Live music (organ, piano, guitar, or approved instruments) is required, and **recorded music is not permitted**. The staff musician will play a **15-20 minute prelude** as guests are seated.

Fees for outside vocalists and instrumentalists are arranged and paid directly by the couple. Our team can provide a list of professional vocalists available to hire upon request. **Please contact them early, as music requests may take time to prepare.**

As you choose the music for your ceremony, our hope is that each song helps create a meaningful, joy-filled atmosphere rooted in love and faith. It's our joy to assist you in crafting a meaningful ceremony that captures your unique bond, within the framework of our guidelines.

ADDITIONAL MUSICIANS

If you'd like to include additional musicians in your ceremony, we're happy to help you find the right fit! From string quartets and brass ensembles to vocalists, our music staff can provide a list of trusted musicians available for hire upon request. We recommend reaching out to them early in your planning process to reserve your preferred singer and allow time for any special music requests to be ordered if needed.

Additional musicians will also need to coordinate with the St. Andrew staff musician to arrange music selections and rehearsal times. Rehearsals with vocalists or instrumentalists on the day of the wedding must be completed at least 30 minutes before the ceremony begins.

If you're including any extra musicians, we ask that they connect directly with our staff musician to coordinate music and rehearsal times. While the church doesn't oversee those arrangements, we're excited to help create a beautiful and well-prepared experience for your big day!

For specific pricing for different musicians, please contact our staff musician.

SOUND TECHNICIANS & LIVESTREAM

A sound technician will be present one hour before the ceremony to perform a sound check for your vocalist and/or scripture reader. The technician will remain through the service to ensure smooth audio and amplification for the pastor.

We know not everyone may be able to attend in person, and livestreaming is a wonderful way to help your loved ones feel connected and included from wherever they are! If you are interested in this option, let our wedding coordinator know and we can include that in your package as an additional fee. After the wedding, you will receive a link to your livestream recording to keep and share forever and ever! Please note that we do not allow outside livestream companies, but our in-house team will ensure a seamless and high-quality experience for you and your guests.

RECEPTION-MEMBERS ONLY

We're pleased to offer the option to host your reception right here at the church—a meaningful and convenient way to continue the celebration!

Receptions are available for church members only and are held in Piro Hall, which seats up to 200 guests and includes access to a large catering kitchen. Special requests may be made for our Sanctuary Parlor, which fits 100 people. One reception may be scheduled per Saturday and is reserved on a first-come, first-served basis during the wedding booking process.

Receptions are up to two hours long right after the wedding ceremony photos have been completed. The church will provide tables and chairs; all other reception items should be provided by your caterer or a designated person. Please make sure your coordinator has the name of your caterer and any other vendors ahead of time.

Please note: In keeping with church policy, no alcohol may be served on church property. Guests may use bubbles or flower petals outside as the couple exits—but we ask that you refrain from using birdseed or rice, to protect the surrounding wildlife.

PHOTOGRAPHY & VIDEOGRAPHY

We know how important it is to capture your special day! To keep the focus on the sacredness of the ceremony:

- Flash photography and external lighting equipment are not permitted during the service.
 - Flash photography is allowed during the processional, recessional, and afterward.
- Silent, unintrusive photography (no flash) may be taken from the back of the second floor of the Sanctuary and/or behind empty pews of the first floor.
- Aisles must be kept clear of any cameras/people
- All video must be taken from the balcony of the Sanctuary or rear of Hasley Chapel.
- All other photos and videos may be taken after the ceremony.

Your photographer or videographer may arrive 1½ hours before the ceremony. We kindly ask you to share these guidelines with your photography team ahead of time.

FLOWERS & DECOR

Decorating the church for your wedding is a beautiful way to add personal touches while honoring the sacredness of the space. Within our spaces, we provide the following for couple's to use on their wedding day:

- Candelabras
- Unity Candle
- 2 Pedestals for Floral Arrangements
- Altar Table
- Pulpit (Sanctuary Only)
- Oil-Filled Candle(s) (Permitted in Altar Area ONLY)
- Kneeling Rail

We kindly ask that:

- Decorations do not cover or displace any Christian symbols such as the cross, altar, or pulpit.
- Floral arrangements are **securely placed on stands** and do not overhang. You may either use our pedestals or bring in your own.
- Decorations are **not attached to pews or furniture with tape, glue, nails, or pins**. Padded pew hooks or ribbons are welcome.
- **No decorations are placed on the altar table, piano, organ, or communion rail.**
- Decorations remain off the floor of the aisle in our Sanctuary.
- If using a flower girl, only **silk petals** may be dropped down the aisle.
- Deliveries should arrive **no earlier than 1½ hours before the ceremony**.

After the ceremony, we ask that all decorations be removed promptly by either your florist or a designated person(s). Please note that the florist or designated other is responsible for all setup and cleanup of decorations, other than décor items the church provides. **The florist or designated other will be held responsible for any damage to furniture from dropped flowers, décor, or water.**

St. Andrew Methodist Church hosts a variety of events and ministry activities throughout the year, including seasonal celebrations, holiday programs, and Vacation Bible School (VBS). Because of this, decorations, furnishings, equipment, or other event-related items may be present on the church campus during your wedding. While we will do our best to accommodate your setup preferences, some items may need to remain in place and may not be able to be moved.



WEDDING FEES & PAYMENTS

Weddings at St. Andrew are a meaningful part of our ministry, and the associated fees help cover the basic costs of using the church and staff support. Our wedding fees include the use of facilities, music preparation, setup and custodial services, audio and technical support staff, and coordination services provided by our wedding coordinator. Each couple will have access to the ceremony space in the Sanctuary or Chapel, as well as the Bridal Suite (Parlor) and Groom Suite (Vestry).

Fees are based on member or non-member status:

Member status: For wedding booking purposes, a “member” may be the bride, groom, or either of their parents. A person is considered a member if they have maintained membership at St. Andrew for at least six (6) months prior to scheduling the wedding.

Non-member status: Individuals are considered non-members for wedding reservation purposes if neither the bride, groom, nor either of their parents has been a member of St. Andrew for at least six (6) months at the time the wedding is scheduled.

All fees are to be paid in full ninety (90) days before the wedding date.

Member Fees

Facilities & Services: *\$1,600 (Sanctuary) \$1,300 (Hasley) \$900 (Prayer Chapel)*

Officiant Honorarium: The required Honorarium for the officiating pastor is separate from all wedding-related fees and will be discussed directly with the St. Andrew officiant.

- On-Site Honorariums begin at \$500.
- Honorariums for off-site weddings may vary based on location and other considerations.
- Couples are required to meet with the officiating pastor and sign a separate officiant agreement outlining the pastor’s policies, expectations, and honorarium pricing prior to the wedding.

Reception Fee (2 hours): *\$525 (Piro Hall) \$325 (Parlor)*

Outdoor Wedding Near the Pond: *\$200*

A non-refundable deposit of \$200 is required to confirm a wedding date on the calendar and will be applied to the total.

Non-Member Fees

Facilities & Services: *\$2,600 (Sanctuary) \$2,400 (Hasley) \$1600 (Prayer Chapel)*

Honorarium for Pastor: SEPARATE FROM TOTAL COST: Discussed individually by St. Andrew Officiant

Outdoor Wedding Near the Pond: *\$300*

Receptions are not available for non-members.

A security deposit of \$1,000.00 must be made at the time a wedding contract is signed. The check will be held until after the date of the wedding; and, if the deposit is fully refunded, the original check will be returned to the couple.

The deposit will not be refunded under these conditions:

- Member(s) of wedding party bring or consume alcohol or illegal drugs on the campus of St. Andrew on the rehearsal day or wedding day
- Damage is caused to the property of St. Andrew by the wedding party or guests on the rehearsal day or wedding day
- Photographer or videographer does not follow policy as printed in this booklet

It is the responsibility of the bride and groom to explain the policies to their families, wedding party, photographers and videographers and explain the ramifications of non-compliance with the policy.

CANCELLATION POLICY

If a wedding is canceled by the couple, written notice must be provided to the church as soon as possible. The \$200 reservation deposit is non-refundable. Any additional fees paid beyond the deposit will be refunded. The church reserves the right to cancel or withdraw approval for a wedding that does not comply with the church's policies, requirements, or biblical beliefs. In such cases, all fees paid, except the \$200 non-refundable deposit, will be refunded.

RIGHT FOR REFUSAL

The pastors and leadership of this church reserve the right to decline any request for a wedding ceremony, officiation, or use of church facilities that is not consistent with the church's biblical beliefs, Statement of Faith, policies, or religious convictions. Approval of a wedding request is at the sole discretion of church leadership and may be withdrawn if circumstances arise that conflict with the church's requirements or beliefs.

SAFEKEEPING OF ITEMS

We want your wedding day to be as stress-free as possible! While we do our best to provide a safe and organized environment, **the church cannot be responsible for lost, stolen, or damaged personal items.**

For peace of mind, we recommend:

- **Avoid bringing valuables (money, jewelry, etc.) unless absolutely necessary.** If brought, entrust them to a reliable member of your wedding party.
- Dresses and other belongings should not be left unattended.
- **If dresses are being delivered to the church, please arrange for someone from your wedding party to receive them when the doors open—1½ hours before the ceremony.**

Please note that church staff and the wedding coordinator are not permitted to sign for or accept deliveries. All deliveries must be scheduled and received directly by the couple.

Our hope is that these preparations allow you to focus on the joy of your day while keeping your belongings secure!

LOST AND FOUND

Custodial staff will inspect and clean the Sanctuary, Chapel, and dressing rooms after each wedding. If any items are left behind, please contact our church's security at 972-878-3794. The church is not responsible for any lost, stolen, or damaged personal belongings; however, any found items will be securely held for retrieval by their owner.